

LTAP

Local Technical
Assistance Program

Presented by WSDOT's Highways & Local Programs LTAP Center
and the
Municipal Research and Services Center of Washington

Purchasing, Bidding and Contract Management for Local Agencies

April 7-8, 2010 (#1807)
Richland

Riverfront Shilo Inn
50 Comstock, Richland, WA 99352
(509) 946-4661

May 11-12, 2010 (#1808)
Bellevue

Saint Andrews Lutheran Church
2560 148th Avenue SE, Bellevue, WA 98007
(425) 746-2529

September 22-23, 2010 (#1809)
Camas

Camas Public Library, Community Room
625 NE 4th Avenue, Camas, WA 98607
(360) 834-4692

October 13-14, 2010 (#1810)
Mount Vernon

Cottontree Convention Center, Fidalgo Room
2300 Market Street, Mount Vernon, WA 98273
(360) 848-7553

(The phone numbers above may be used in case of emergency to contact a student in the class. These are reception numbers.)

Cost: \$100

Class Size: 45

A two-day course (12 hours)

Times: Day 1 – 8:30 am to 4:00 pm (registration opens at 8:00 am)

Day 2 – 8:30 am to 4:00 pm (registration opens at 8:00 am)

Target Audience

Public Works Directors
Contract Managers
Administrative Assistants

City/County Engineers
Purchasing Agents
Consulting Engineers

Project Managers
Office Managers
Project Engineers

Inspectors
City Clerks
Finance Directors

Course Description

Local agencies must purchase supplies, materials and equipment, solicit services and contract for public works in accordance with confusing and ever changing state statutes and regulations. The Washington State LTAP Center and MRSC offer this fast-paced workshop to all local agencies and municipal governments to help them spend scarce dollars in accordance with state statutes and to improve their project and contract management skills. Attendees will take home handouts covering a wide range of purchasing, bidding and contract management issues and will gain access to a whole bunch of useful online resources that include sample and model documents. The Sourcebook is on-line at [Purchasing, Bidding, and Contract Management Sourcebook](#).



**Washington State
Department of Transportation**

Instructors John Carpita, MRSC, and Mike Purdy, Michael E. Purdy Associates, have revamped this popular course to make it much more interactive and scenario based, with time to discuss “hot” topics of interest to attendees. To this end, attendees are strongly encouraged to email their “hot” topics to John Carpita at jcarpita@mrsc.org before the workshop.

Agenda

Day 1: Purchasing, Bidding, and Service Contracting

- A quick, but thorough, review of purchasing and bidding statutes that affect local agencies as they purchase goods, materials and services and contract for public works.
- An in-depth look at special purchasing issues such as intergovernmental purchasing (piggybacking), sole source purchases, and special market/facility conditions.
- Purchased, personal and professional service contracting.
- “Hot” topics as defined by attendees,

Day 2: Public Works Contracting

- Public works overview, including definitions, maintenance/ordinary maintenance contracts, bid limits, sales and use tax issues, and prevailing wages.
- “Hot” topics as defined by attendees,
- Project delivery methods, including day labor, on-call contracts, small works roster, and alternative public works procedures.
- Insurance, bonding, and retainage requirements.
- Responsible bidders and responsive bids.
- Construction contract documents.
- Claims and change orders.
- Contract closeout and claims against bonds and retainage.

Instructors

John Carpita, PE, Public Works Consultant, Municipal Research and Services Center (MRSC), Seattle. John Carpita joined MRSC in January 1996. He has a B.S. and a M.S. degree in Civil Engineering from Montana State University. A registered professional engineer since 1972, he is currently registered in Washington. John has had a widely varied 40 year career as a consultant, county engineer, city engineer, and project manager. With MRSC, John is a resource for engineering design, purchasing and bidding issues, construction contract issues, local improvement districts, sewer, water, storm drainage, and solid waste issues.

Mike Purdy, Principal, Michael E. Purdy Associates

After more than 30 years as a contracting and procurement manager for large government agencies in Seattle, Mike Purdy retired in February, 2010. In his retirement, Mike remains active in contracting and legislative issues as the principal of Michael E. Purdy Associates (www.mpurdy.com), a consultant firm he established in 2005 to help public agencies and businesses navigate through the complexities of public contracting issues. He is a frequent trainer and speaker for public agencies and industry associations. He also maintains the popular Public Contracting Blog at <http://PublicContracting.blogspot.com>, designed to keep government agencies, contractors, and consultants up-to-date on key developments in contracting. Mike began his career with the City of Seattle, where was the City’s Contracting Manager. After more than 21 years with the City, he served for five years at the Seattle Housing Authority as Contracting and Procurement Manager. Before his retirement, he was the Contracts Manager for the University of Washington’s capital projects office, where he was responsible for managing design and construction contracts for more than \$1 billion worth of public works projects. Mike has a bachelor’s degree in business and public administration and an MBA, both from the University of Puget Sound, and a master of divinity degree from Fuller Theological Seminary.

Certification Program: These workshops are eligible for certification credits in the APWA – MRSC Public Works Contracting Training and Certification Program. For more information on the program, jointly sponsored by MRSC and the American Public Works Association Contract Administration Subcommittee, contact John Carpita, Public Works Consultant, MRSC at (206) 625-1300.

Registration

Please register online using this link: [On-line Registration Form](http://eefmapps.wsdot.wa.gov/fmi/xsl/LTAPTraining/default.xsl). Or key this web address into your browser: <http://eefmapps.wsdot.wa.gov/fmi/xsl/LTAPTraining/default.xsl> Fill in the requested information, select a class from the list, and "Submit." A notice with driving directions to the training site will be e-mailed to you when we process your request. If you do not receive this notice within a few days, you may not be registered and should contact us.

Please do not prepay; an invoice will be sent to you after the class. Confirmation letters are mailed three weeks prior to the class. If you are unable to attend, someone else from your agency may attend in your place.

Questions? Contact Judy McDonald at (360) 705-7355 or McdonJT@wsdot.wa.gov for questions on this training, for registration assistance or cancellations.

(Disability accommodations provided upon request.)

Visit the
Washington State LTAP Center Web Page
<http://www.wsdot.wa.gov/LocalPrograms/Training/default.htm>